



**City of Woodburn**  
**Building Division**  
 270 Montgomery Street  
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 woodburn-or.gov/dev-building

# COMMERCIAL RE-ROOFING INSPECTION WORKSHEET

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Project Address: \_\_\_\_\_

Permit Number: 971 - \_\_\_\_\_

Complete this supplemental document along with an online building permit application, and include a site plan and all required specifications. Indicate with a checkmark any concerns associated with this roof, and add any additional comments if needed. Include a sketch indicating location and extent of concern in relation to the common features of the roof.

|             |              |          |
|-------------|--------------|----------|
| First Layer | Second Layer | Tear off |
|-------------|--------------|----------|

**Excessive Ponding? Yes No**

- Relocate Roof Drains
- Relocate Scuppers
- Provide new roof drains/scuppers
- Re-slope roofing with (wood, Styrofoam, fire-board) material
- Re-slope roofing with cricket
- Provide engineering if substantial ponding can remain
- Other \_\_\_\_\_

**Repair existing sheathing with new sheathing? Yes No**

- Call for inspection with roofing and sheathing removed to determine extent of damage
- Provide new sheathing
- Obtain plumbing permit (needed for interior drain or new storm drain to approved location)
- Other \_\_\_\_\_

**Re-route storm drain to an approved location? Yes No**

- Add plumbing pipe from existing room drain to storm drain in public right-of-way
- Relocate existing roof drainage
- Obtain plumbing permit (needed for interior drain or new storm drain to approved location)
- Other \_\_\_\_\_

**Provide required specifications if replacing any of the below**

- Replace roof flashing or edging (provide specs of material)
- Add roof ventilation (provide specs of material)
- Roof hatch (adding or replacing) (provide specs of material)
- Skylights (adding or replacing) (provide specs of material)
- Structural loads (provide Engineering if roofing material is adding additional weight)
- Roof re-covering (provide specs of material)
- Roof replacement (provide specs of material)
- Underlayment (provide specs of material)
- Installation of roof anchors (provide specs of material)

# ROOF PLAN



1. Ponding
2. Roof Drain
3. Ridge
4. Parapet
5. Damaged/  
Deteriorated  
Sheathing
6. Bubbling of  
Roofing
7. Lack of Vent
8. Mechanical  
Equipment  
Curbs
9. Mechanical  
Vents
10. Misc.  
Conduit
11. Piping
12. Overflow  
Scuppers